

**Community Access Cable TV Studio  
Work Plan  
April 20, 2006**

| <b>Task</b>  | <b>April</b> | <b>May</b> | <b>June</b> | <b>July</b> | <b>Aug.</b> | <b>Sept.</b> | <b>Oct.</b> |
|--|--------------|------------|-------------|-------------|-------------|--------------|-------------|
| <b>Agreement between City/School Dept./Access Corp.</b>  |              |            |             |             |             |              |             |
| 1. Set meeting to preliminary meeting to discuss budgets, operations, etc.   | X            | X          |             |             |             |              |             |
| 2. Create working committee for classroom relocation/studio design-CAB (Teri M., Leigh B.), Jim McKeever, School Dept./Committee, Mayor's Office | X            |            |             |             |             |              |             |
| 3. Determine who will supervise/implement classroom/studio renovations   | X            | X          |             |             |             |              |             |
| 4. Prepare memorandum of agreement – City/School Committee   |              | X          |             |             |             |              |             |
| <b>Reorganize Cable Access Board</b>   |              |            |             |             |             |              |             |
| 1. Meet with Mayor and CAB to redefine role and responsibilities of CAB  | X            | X          |             |             |             |              |             |
| 2. Prepare City Council resolution if necessary  | X            | X          |             |             |             |              |             |
| <b>Create Non-Profit Cable Access Corporation</b>  |              |            |             |             |             |              |             |
| 1. Finalize roles of Access Corp., Mayor, Cable Board  | X            | X          |             |             |             |              |             |
| 2. Obtain legal assistance   | X            | X          |             |             |             |              |             |
| 3. Obtain consulting assistance – organizational and technical (i.e. Paul Berg)  |              | X          | X           |             |             |              |             |
| 4. Mayor appoints first three board members  |              | X          |             |             |             |              |             |
| 5. Finalize Bylaws   |              | X          |             |             |             |              |             |
| 6. Prepare Articles of Organization  |              | X          |             |             |             |              |             |
| 7. File as Non-profit Corp. with Commonwealth  |              |            | X           |             |             |              |             |
| 8. Prepare and Submit Non-profit status to IRS   |              |            | X           |             |             |              |             |
| 9. Prepare and execute agreement to operate studio between City/Access Corp.   |              |            | X           | X           | X           |              |             |
| 10. Open membership (payable by fee)   |              |            |             |             | X           | X            | X           |
| 11. Elect full board and officers  |              |            |             |             |             |              | X+          |
| 12. Create job description and hire Executive Director   |              |            |             | X           | X           | X            |             |
| 13. Create HR policies   |              |            |             |             |             |              | X+          |
| 14. Create Studio operating policies   |              |            |             |             |             |              | X+          |
| <b>Studio Renovations</b>  |              |            |             |             |             |              |             |
| 1. Finalize design, obtain bids, finalize budget-School portion/Studio portion   | X            | X          |             |             |             |              |             |
| 2. Obtain technical consultation – audio, wiring, ducts, HVAC, security, etc.  |              |            |             |             |             |              |             |
| 2. Classroom relocation/studio renovation  |              |            | X           | X           | X           | X            |             |
| 3. Move current studio equipment to High School  |              |            |             |             |             | X            | X           |
| <b>Studio Open for Operation - Studio Open House</b>   |              |            |             |             |             |              | X           |